

## **SUBMISSION OF APPLICATIONS:**

**Applications will be submitted through the UBU platform following the steps below:**

<https://sigma.ubu.es/regis/controlreg/%5bmtaAlta%5dRegistroPublico?entradaPublica=true&destino=MOV&idioma=en&pais=GB>

- Fill in the registration form.
- You will be provided a user's name (e.mail account).
- Create a password.
- Finalize
- Sign in (with your user's name and password) and log in
- Click on "Solicitud de intercambio de entrada"
- "Select the Exchange Programme"
  - o Erasmus K 107
- Click on "Add"
- Complete your personal details.
- Complete the information of the exchange. Please, upload all the documents required. They are necessary for the evaluation of your application.
  - o Photograph
  - o Passport or National Identity Card
  - o Official academic records (transcript of records), with evidence of having completed your first year of university studies.
  - o Certificate of enrolment at your home institution.
  - o Signed mobility proposal
  - o Certificate of Spanish command.
  - o Certificate of English command.
  - o Letter of motivation in Spanish or English.
- Save.
- Print.

NOTE: All the documents must be provided in Spanish or English.